

Manchester Public Schools Technology Inventory System

Changes for 2009-2010 are in ***dark red italics***

Revised 11-09-09

(See last page for **Directions for Using the On-Line System**)

- All district computers (desktops, laptops, *netbooks*, servers; student, teacher, secretarial, administrative), digital projectors, document cameras, and interactive white-boards must be recorded in the Technology Inventory System and have an asset tag attached.
- *The database must be updated for equipment that is new, has been moved or retired, or has had an operating system change*
- *For equipment that has been transferred from one building to another, please change the "Building" and "Room" fields.*
- *For any new laptop that is assigned an individual who is in more than one building, the Information Systems Technician will enter the laptop into the database of the person's home school and notify the Technology Specialist of the home school.*
- Each inventory record has the following fields.

Fields	Standards
Asset Tag #	<p>Description: Permanently assigned by the inventory system corresponding to the number on a preprinted asset tag. Possible Values: 00000 – 99999. The tags contain: Manchester Public Schools, the number, and the number as a bar code. Our eventual goal is to complete the annual physical inventory of equipment using bar code readers.</p> <ul style="list-style-type: none"> • <i>Each building has given their assigned Asset Tags for the equipment that was entered into the inventory data base as of May 2009. Please contact Mike Pennington to obtain the asset tags for equipment added to the inventory after May 2009. Unused asset tags for records that are for retired equipment or are data entry errors must be returned to Mike Pennington.</i> • <i>Each Asset Tag must be permanently attached to the proper piece of equipment on left side of the unit. The goal is for the Asset Tag location to predictable and accessible without presenting a visual temptation for student's fingernails. Before attaching the Asset Tag to the equipment, please be sure that the surface is clean and free of dust. If you would like an IS technician to attach Asset Tags to ceiling mounted projectors, please submit an IS work order.</i> • <i>When your update of the technology inventory database and asset tags is completed, please send an email to Mike Pennington notifying him you are done and giving him the asset numbers of inventory records that should be removed because they are either data entry errors or for equipment that has been retired.</i> • <i>Please note that each school's technology plan must include the attached Exported Technology Inventory Verification Page. This page will be included in the Technology Plan Template that will be sent to each school.</i>
Equip Category	<p>Description: Category of equipment. Possible Values: Drop down list: Desktop, Laptop, <i>Netbook</i>, Server, <i>Digital Projector</i>, <i>Document Camera</i>, Interactive White Board <i>"Digital Projection Device" changed to "Digital Projector" (The 106 existing entries were changed to Digital Projector)</i> <i>Added "Document Camera" (You must change the equipment category of document cameras already in the database from "Digital Projector" to "Document Camera")</i> <i>Added "Netbook" (Information Systems personnel have identified the Netbooks already in the database and changed their equipment category to "Netbook")</i> <i>"Server" definition: Any computer used to support the network that is not available as a work stations</i></p>
Make & Model	<p>Description: This field must contain both the make (e.g. Apple, Dell, HP, Elmo. Smartboard) and the <u>full model information</u> (e.g. iMac, iBook, OptiplexD520, HPDC7800, Inspiron4100). It should contain no other information. Possible Values: Various</p>
Serial Number	<p>Description: This field must contain both the make (e.g. Apple, Dell, HP, Elmo. Smartboard) and the <u>full model information</u> (e.g. iMac, iBook, OptiplexD520, HPDC7800, Inspiron4100). It should contain no other information. Possible Values: Various <i>For ceiling mounted projectors where the serial number is not visible, use the room number as the serial number.</i></p>
Operating System	<p>Description: The infrastructure software that runs manages the computers resources. This field will be blank for <i>Digital Projectors, Document Cameras</i>, or Interactive White Boards Possible Values: Drop down list: <i>Win 7</i>, Win XP/ Vista, Win 2000/NT, Win 98, < Win 98, <i>OS 10.6</i>, OS 10.5, OS 10.4, OS 10.3, OS 10.2, OS 9, < OS 9</p>

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Fields	Standards
Building	<p>Description : Building (Enter the program only for laptops that travel among schools)</p> <p>Possible Values: Drop down list: Alt Ed, Bennet, Bowers, Buckley, Central Office, Highland Park, Illing, Keeney, <i>Manch Preschool</i>, Martin, MHS, MRA., Nathan Hale, Robertson, Verplanck, Waddell, Washington, Other</p>
Room, Cart (or Person)	<p>Description: Room # or cart (Enter the person only for laptops that travel among rooms or schools). To request the removal of an inventory record, enter "Auctioned" (for equipment that you believe has been previously removed from the building for auction but is still in the inventory data base), "Data Entry Error", or "Duplicate Entry". Enter "Not Found" for equipment which is in the inventory data base but can not be located. See <i>Year of Purchase</i> instructions for equipment still in the building that is no longer in use that should be sent to auction.</p> <p>Possible Values: Various</p>
Used For Instruction?	<p><i>MPS definition of "Yes": In a room used for instruction.</i></p> <p><i>MPS definition of "No": In a room not used for instruction.</i></p>
School Year of Purchase	<p>Description: Year in which equipment was purchased. Select "Retired" to show the item is in the building but is not in use and should be sent to auction. See <u>Room, Cart, or Person</u> instructions to indicate equipment that can not be located or that has already been removed for auction.</p> <p>Possible Values: Drop down list: 09-10, 08-09, 07-08, 06-07 ... 96-97, 95-96, Retired</p>
Funding Budget	<p>Description: Source of the funds used to purchase the item. <u>If you are not certain of this, please make your best guess.</u> "DistTech PerPupil" are district funds allocated to schools on a per-pupil basis, "DistTech Other" are district funds used for a program or district goal (e.g. Pinnacle access).</p> <p>Possible Values: Drop down list: DistTech PerPupil, DistTech Other, Building Gen Fund, Bldng Actvty Fnd, FF&E, Grant, Perkins, Donation, Other</p>
SSP Computer Type	<p>Description: You do not enter data for this field. It will be identified by the on-line system based on the computer's operating system, equipment type, and/or year of purchase based on the criteria below. This field will be <i>NA</i> for Digital Projectors, <i>Document Cameras</i>, <i>Servers</i>, or <i>Interactive White Boards</i>.</p> <p>Possible Values:</p> <ul style="list-style-type: none"> <i>NA: Server, Digital Projectors, Document Camera, Interactive White Board</i> Type III : < Win 98 or < OS 9 Type IV: Win 98 or OS 9 Type V : Win 2000 or OS 10.2 Type VI : OS 10.3 or OS 10.4, Type VII = Win XP/ Vista/Win 7 or OS 10.5 or OS 10.6 Type VI: <i>Netbook PCs</i> or Macs with OS 10.3-10.4-10.5 or PCs with WinXP/Vista <i>purchased before 07-08.</i> <i>Type VII: Macs with OS 10.6 or PCs with Widows 7 or PCs with WinXP/Vista purchased 07-08 or later.</i>

Directions for Using the On-Line System

(See first page for **Technology Inventory Information Standards**)

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Logging into the System

- The MPS Online Technology Inventory System can be reached only from a computer that is on the District network. It can not be reached via the internet.
- To reach the log-on page, go to address: <http://10.64.0.200/boe/inventory/default.cfm>.
- Contact Lauren Hegenauer if you need help with your user ID and password.

The On-Line Inventory System has four pages reached by buttons at the top of every page.

Home Page

- Using this page, you may access and/or make changes to the existing technology inventory records for your building or program.
- The first thing you should do is find the inventory records for your building or program by selecting it from the drop down list in the upper left corner and then selecting **Find**.
- Select the **Detail** button on the right to see all the inventory fields for any one record.
- Select the **Update** button on the right to change or add information to an existing inventory record. You must click on **Update** for your changes to be saved.
- New inventory records can be added only by going to the **Add Equip Page**.
- Only Information Systems is able to delete records. Please read the directions for the Room/Cart/Person field on the Technology Inventory Information Standards page for the procedures to request the deletion of a record.

Report Page

- Using this page, you may export all of your current inventory information to a table that may be viewed, sorted, and printed using spread sheet applications such as Microsoft Excel or Open Office CALC. This is the only way you can view and/or print all of your current technology inventory data.
- When you are working with these exported tables, you are no longer using the district's Technology Equipment Inventory System. Therefore, changes to the exported file do not affect the information in the district's Technology Equipment Inventory System. Also, changes to this exported data will not be imported into the district's Technology Equipment Inventory System. You must use the online system to record all updates and additions.
- To export the inventory records for your building or program, select the building or program from the drop down list and then select Export Report. This will export all of your current inventory information as a comma separated values (CSV) file which will open as a spreadsheet.

Add Equip Page

- Using this page, you may add new records for equipment that is not currently in the technology inventory system.
- Please complete all of the fields before selecting Add.
- You must select Add to save your changes.
- If you wish to change something in a record after you have selected Add, you must go to the Home Page, find the record, and then use Update to make changes.

Search Page

- Using this page, you may locate inventory records by searching Serial#, EquipType, Make/Model, Building, and Room/Cart/Person.
- The system will find all inventory records that contain the search term in any of these five fields.
- You must go to the Home Page to information in inventory records.